

Missouri Department of Transportation

Code: R04134

Title: Audits and Investigations Administrator

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date 08-01-2015

**Replaces
(Effective Date)**

General Summary The audits and investigations administrator manages the construction contract monitoring function; the conflict mediation process; investigations of allegations of wrongdoing; investigations of employee grievances and Equal Employment Opportunity (EEO) complaints. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Criminal Justice, Law Enforcement, or related field
Eight years of experience in investigations or interviewing witnesses.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Audits and Investigations

**Special Working
Conditions/Job
Characteristics** Job requires regular travel and occasional, statewide, overnight travel.

Examples of Work

- (1) Provides direct management of the construction contract monitoring function.
- (2) Plans, leads, conducts, supports, and supervises investigations of allegations of fraud, waste, abuse, criminal conduct, mismanagement, conflicts of interest, corruption, employee misconduct, and/or ethical violations by department employees, contractors, and grant recipients; works with local, state, and federal law enforcement agencies regarding these allegations.
- (3) Plans, leads, conducts, supports, and supervises investigations into internal EEO complaints, external EEO complaints filed with the Equal Employment Opportunity Commission (EEOC) or the Missouri Commission on Human Rights (MCHR), and Title VII discrimination complaints; coordinates responses by entities such as municipal or county governmental bodies that receive federal funds.
- (4) Manages the conflict mediation process for the department.
- (5) Makes work assignments and provides direct supervision, guidance, and direction to the market analysis coordinator, investigators and clerical staff; ensures investigations are conducted in a timely, accurate, efficient manner within legal boundaries of federal and state laws and regulations.
- (6) Provides guidance on investigative techniques, sources of information, applicable laws, regulations, and policies; establishes performance standards, writes performance reports, provides training, and identifies

training needs.

- (7) Receives and responds to inquiries and complaints from employees, supervisors, managers, legislators, public officials, and citizens regarding grievances, EEO complaints, fraud, waste, abuse, criminal conduct, mismanagement, conflicts of interest, corruption, employee misconduct, and/or ethical violations by department employees, contractors and grant recipients.
- (8) Provides technical advice assistance and support to business unit leaders, division directors, human resource managers, and supervisors regarding investigative procedures.
- (9) Provides briefings to senior management and the Missouri Highways and Transportation Commission regarding investigations in the absence of the director of audits and investigations.
- (10) Maintains liaison with federal, state, and local law enforcement agencies, as well as professional and regulatory organizations and unions.
- (11) Conducts investigations and interviews witnesses and subjects; assists prosecutors in the preparation of cases, and testifies at hearings or other legal proceedings as necessary.
- (12) Maintains administrative records, case files, and investigative databases.
- (13) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (14) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.